

City of Willoughby Hills
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CIVIL SERVICE COMMISSION

Thomas J. Majeski, Chairman Thomas Kicher, Vice Chairman Carolyn Patton, Secretary

**CIVIL SERVICE COMMISSION MEETING MINUTES
JUNE 19, 2019**

Meeting was called to order at 2:00 p.m.

PRESENT: Chairman Tom Majeski and Vice Chairman Tom Kicher

ALSO PRESENT: Police Chief Chris Collins, Fire Chief Rob Gandee, LT Tim Serazin, Mayor Robert Weger (arrived at 2:45 p.m.) and Executive Assistant Gloria Majeski

ABSENT: Secretary Carolyn Patton

APPROVAL OF THE MINUTES:

Approval of the minutes of the 4/23/19 meeting was deferred until the next meeting when the Secretary returns.

NEW BUSINESS:

None

OLD BUSINESS:

Police Sergeant Test:

- All set for Monday, July 1, 2019.
- Test packet has arrived; being reviewed by Vice Chairman Kicher.
- Chief Collins and Gloria Majeski will do a “run through” with the laptop and projector (speakers may be provided by Chief Gandee) prior to the test.

- Chief Collins explained the new test process with the new promotional exam. He indicated Part II is an assessment interview. There will be no point assignments. He recommended an interview without a ranking system and plans to interview all seven applicants, as long as they pass the test.

Civil Service Manual Revisions regarding Lateral Transfers:

- The revisions were posted for thirty days.
- The revisions were provided to Law Director O'Leary, however, he has not given a written response to the Commission so that we can proceed. Gloria will follow up with Law Director O'Leary when he returns to the office on Thursday, June 20, 2019.
- Chief Collins presented a handout entitled "Lateral Entry Police Officer Position" that he obtained from another department and he would like to implement once the lateral transfer provision is accepted for Civil Service Manual revision. Chief Gandee and LT Serazin indicated that they would like to review these parameters and will submit something similar for the Fire Department.
- Chairman Majeski indicated that he had contacted the State Board regarding the revisions to ensure compliance with State regulations.
- Chief Collins stated that he would accept the Agility Test certification for the agility test requirement, as long as it was done within a two-year parameter.
- For the current opening in Police Department, Chief Collins would like to limit lateral applications at twenty-five (25) applicants.

Next Test – (Entry Level) for both Police and Fire Candidates:

- Fire has two openings currently and Police has one opening currently.
- Age restrictions for applicants was discussed. Chairman Majeski stated that the restrictions are due to pension eligibility.

- For Police appointments: Current Civil Service regulations state (Section 4.4D): “By operation of ORC 124.1, no person shall be eligible to receive an original appointment after his or her thirty-fifth-(35th) birthday. However, the Commission may grant an age waiver for service that is transferable and the employee agrees to obtain the service credit to the Ohio Police and Fire Pension System (Lateral Transfer). Maximum age at the time of appointment shall not exceed age forty (40) even with lateral transfer. Full-time Police Officers must be able to obtain thirty (30) years in the Police and Fire Pension System and/or twenty-five (25) years pension and five (5) years of DROP (Deferred Retirement Option Plan).
- For Fire appointments: Current Civil Service regulations state (Section 4.4E): “By operation of ORC 124.42, no person shall be eligible to receive an original appointment on or after his or her thirty-first (31st) birthday. However, the Commission may grant an age waiver for service that is transferable and the employee agrees to obtain the service credit to the Ohio Police and Fire Pension System (Lateral Transfer). Maximum age at the time of appointment shall not exceed thirty-five (35), even with lateral transfer. Full-time Firefighter/Paramedics must be able to obtain thirty (30) years in the Police and Fire Pension System and/or twenty-five (25) years pension and five (5) years in DROP (Deferred Retirement Options Plan).
- Applicants’ employment in both Police and Fire service would be done at age sixty-five (65).
- Psychological Exam – Chief Collins agreed that we may waive if it was recent enough if done elsewhere. It is currently required on all new Police hires. Chief Collins plans to utilize the current psychologist protocol and has stepped away from Dr. Thurston Costner but is satisfied with the new process for psychological evaluations. Chief Gandee and LT Serazin indicated that they are performing psychological exams on all new hires and plans to continue to do so.
- Plan: Administer the Police and Fire exams simultaneously, ideally For Saturday, September 21, 2019 from 9 a.m. till noon. Gloria will try to reserve School of Innovation as test site due to number of anticipated applicants.

PUBLIC PORTION:

The meeting was an open forum. No one spoke in a specified "Public Portion."

NEXT MEETING:

The next meeting was set for Wednesday, July 10, 2019, at 2:00 p.m.

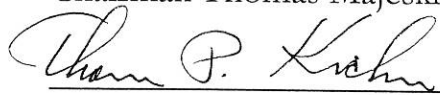
ADJOURNMENT:

The meeting was adjourned at 3:05 p.m. by Chairman Majeski.

Respectfully submitted,


Gloria Majeski, Clerk Pro-Tem

Chairman Thomas Majeski



Vice Chairman Thomas Kicher

Date



Date